



Instructions for Submitting a Letter of Interest

To start the process, you must set up an account in the Foundation's online grant system.
The link is in the upper right-hand corner of our website at www.tnhfoundation.org

- Access the system at the [TNHF Grant Portal](#).
- Your email address will be your user name. You will be asked to set up your own password.
- We **strongly suggest** that you meet with the Foundation staff prior to submitting your Letter of Interest.
- After you establish your account and enter your organization's information, you will see your organization's Dashboard.
- The Letter of Interest form is available only through the online system.
- Answer all the questions on the form clearly and succinctly. Items marked with an asterisk (*) are required.
- You may complete your Letter of Interest immediately or log in later to continue.
- Your information will be automatically saved as you go.
- After you complete your Letter of Interest, select the submit button. **You will no longer be able to make changes after you submit.**
- You will receive an email confirmation after your Letter of Interest is received.
- At any point in the process please call the Foundation Office at (252) 430-8643 if you have questions about the process or if you have trouble accessing the system.